



EDUCATION INNOVATION DESIGNER

DEPARTMENT/UNIT	Office of Learning and Teaching
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Education)
CLASSIFICATION	HEW Level 7
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Deputy Vice-Chancellor and Vice-President** (Education) leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan www.monash.edu/about/who/strategic-plan, and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

Monash Education Innovation (MEI) is responsible for leadership enabling flexible and innovative learning and teaching opportunities across Monash University. Our goal is to develop educational excellence across the university by providing appropriate leadership, inspiration, capability and support. Education Innovation is responsible for implementing strategies in the areas of Learning Transformation and Education Technology, aimed at creating and advancing excellence in learning, teaching and assessment for the Monash community through evidence-based design and transformation of learning experiences and environments.

POSITION PURPOSE

The Education Innovation Designer acts as subject-matter expert for one or more current educational technologies within the Education Innovation team, in order to ensure the delivery of a world-class educational technology offering for the Monash University community.

The position holder plans and co-ordinates programmes of work related to these technologies, taking responsibility for their development and providing hands-on and consultative technical and pedagogic support, advice and guidance to academic and professional staff.

Reporting Line: The position reports to the Manager Educational Technologies in Monash Education Innovation, within the Portfolio of the Deputy Vice Chancellor (Education) under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Co-ordinate programmes of work related to one or more Monash University enterprise supported educational technologies, tools and/or innovation initiatives while ensuring the development of standards, templates, exemplar practices and other programme documentation
2. Provide expert analysis of the educational technology environment and marketplace in higher education, including emerging technologies
3. Provide expert pedagogical insight into design, configuration and implementation of technology and physical components
4. Co-ordinate programme activities, in order to meet targets for programme performance and the effective use of technologies at Monash
5. Contribute to review, evaluation and continuous improvement activity in related areas
6. Contribute to communications and stakeholder engagement strategies for educational technology programmes, and contribute to an overall communications strategy for the area
7. Initiate, develop and maintain strong partnerships with Faculties, functional areas, and other relevant internal stakeholders, including through partnerships and initiatives; in particular, promote activities carried out in partnership with students
8. Provide expert consultative support and educational technology and innovation advice and guidance to academic and professional staff and other stakeholders
9. In collaboration with the Monash Education Academy, develop and maintain academic professional development (e.g. training sessions, online resources) that successfully engages staff from across the University in using educational technologies effectively
10. Maintain current knowledge and contribute to a comprehensive shared understanding of educational issues, educational methodologies and technology issues facing Monash

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A postgraduate qualification or progress toward a postgraduate qualification with extensive experience and expertise in areas relevant to the position
 - an equivalent combination of relevant knowledge, training and/or experience

Knowledge and Skills

2. High-level expertise in, and experience of, one or more learning management systems and a wide range of other educational technologies including tools for the development and delivery of learning objects in use in contemporary higher education
3. Outstanding technical, analytical and problem-solving skills, including the ability to provide advice
4. Demonstrated successful experience in large programmes of work involving the analysis and design of, and implementation and support for, educational technologies
5. A solution-oriented, positive outlook, with advanced skills in teamwork, interpersonal communication and stakeholder engagement
6. Previous experience in a tertiary education institution and an understanding of the issues regarding the academic, research, administrative and social aspects of a university
7. Proven experience in developing and delivering stimulating and engaging professional learning for teaching staff in both small group and workshop settings
8. A commitment to equity and social justice

OTHER JOB RELATED INFORMATION

- Travel to other Victorian campuses and international campuses of Monash University is required
- Overtime may be required from time to time

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.